

Management System Working Group (MSWG)

1.0 Purpose

1.1 This charter establishes NASA's Management System Working Group (MSWG) and sets forth its authorities, applicable documents, functions, membership, meetings, duration, measurements and records retention in support of the NASA Senior Assessment Team (SAT) and the Assistant Administrator for the Office of Internal Controls and Management Systems (OICMS) as it pertains to the Agency-wide Integrated Management System (IMS).

1.2 The MSWG is NASA's body to communicate and act on common and specific improvements, issues, insights, best practices and lessons learned Agency-wide. IMS processes and practices enable NASA to meet its mission requirements based on the requirements of NASA Policy Directive (NPD) 1200.1E, *NASA Internal Control*, and NPD 1280.1, *NASA Management System Policy*.

2.0 Applicability and Scope

This charter applies to NASA Headquarters, NASA Centers, the NASA Jet Propulsion Laboratory (JPL), and other NASA contractors to the extent specified in their contracts.

3.0 Authority

- 42 U.S.C. 2473 (c)(1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended
- 31 U.S.C. 3512, Federal Managers' Financial Integrity Act of 1982

4.0 Applicable Documents

- NPD 1000.0, Governance and Strategic Management Handbook
- Office of Management and Budget Circular A-123, "Management Accountability and Control," dated June 21, 1995
- NPD 1200.1, NASA Internal Control
- NPD 1280.1, NASA Management System Policy
- NPR 8000.4, Risk Management Procedural Requirements
- NPD 8700.1, NASA Policy for Safety and Mission Success
- NPD 8730.5, NASA Quality Assurance Program Policy

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- AS 9100:2001 Aerospace Standard
- ISO 9001:2008, Quality management systems - Requirements
- ISO 14001:1996 Environmental Management System
- Office of Management and Budget Circular A-119, "Federal Participation in the Development and Use of Voluntary Standards," dated February 10, 1998

5.0 Functions

The MSWG shall:

5.1 Make recommendations to the SAT on ways to maintain and improve the NASA IMS. The NASA IMS is a documented set of processes, procedures, policies, tools and organizations performing NASA management functions, that provides a framework for effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations. Recommendations address Agency-wide systemic issues for improving the effectiveness of management specific to Headquarters, Centers, and component facilities, issues and improvements to their interaction, and integration and teaming efforts. The content of such recommendations shall include identification of the deficiency or improvement, description of the implementing strategy to fix or improve, description of the implications of failure to apply the recommendation, and an explanation of how the recommendation will add value and/or reduce risk to NASA's IMS and improve NASA's ability to meet mission requirements.

5.2 Establish teams to discuss IMS concerns and analyze deficiencies and report back to the MSWG with recommendations for resolution or escalation to the SAT. Examples of these teams include an Audit Collaboration Team, an Internal Controls Team, a Quality Management Systems Team, etc. The MSWG shall determine and document the purpose, functions and membership of each Team established.

5.3 Share experiences among Headquarters, Centers and component facilities to facilitate Agency-wide operation and improvement of the NASA IMS.

6.0 Membership

The Chair of the MSWG shall be the Assistant Administrator for OICMS or his/her designee. The membership of the MSWG shall include the Chair and a representative from the OICMS, each Mission Directorate, each NASA

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Center. Representatives shall be designated by Officials-in-Charge and Center Directors. The representative shall be knowledgeable about their facility's integrated management system, including component management systems, internal controls, and audit activities. The representative shall be authorized to make representations, decisions and commitments pertaining to their facility integrated management system and its responsiveness to the internal control policy NPD 1200.1 and the integrated management system policy NPD 1280.1.

If a vote of the MSWG is required, voting shall be limited to the representatives or their designee.

7.0 Meetings

The MSWG shall meet quarterly or at the discretion of the Chair.

8.0 Duration

The MSWG charter shall continue until the chair cancels or amends it.

9.0 Measurements

The MSWG shall provide an annual report of accomplishments to the NASA SAT for assessment of performance.

10.0 Records

The Headquarters OICMS shall be responsible for the maintenance of this charter and all records associated with the MSWG to include meeting minutes and the status of action items.